

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR LICENSURE – PRIVATE FIRE INVESTIGATOR AGENCY

Please read these instructions carefully. Failure to complete the application properly and in its entirety could result in the delay of processing the application as well as the review and approval of the application for licensure.

Application

Business Physical Address – You must provide a physical address for your private fire investigation business. This is not posted on the website or given to the public unless your physical address and mailing address are the same.

Business Mailing Address – This is considered your official primary “contact at” address with the Missouri Board of Private Investigator and Private Fire Investigator Examiners and is the address that will be available to the public via Professional Registration’s downloadable listing on the website or by someone contacting the office by telephone. Please note that all correspondence, renewal applications, newsletters etc from this office will be sent to this address.

The application needs to be signed in the presence of a notary and then notarized.

Additional Information

APPLICATION FEE

Please submit the \$400.00 application fee. The application fee can be a personal check, money order or cashiers check made payable to the Board of Private Investigator and Private Fire Investigator Examiners. We apologize for the inconvenience but we cannot accept credit cards for payment of the application fee.

APPLICATION FOLLOW-UP:

Once your application has been received and all documentation has been processed you will receive a follow up letter informing you if items are still needed or when your application will be reviewed by the board.

Please note the following:

- You must designate a Private Fire Investigator-In-Charge and provide the requested information on the application.
- Provide proof of liability insurance in amount of no less than \$1,00,000 in the form of Certificate of Insurance from the insurance carrier. The Certificate of Insurance must list the MO Board of Private Investigator and Private Fire Investigator Examiners as a certificate holder.
- Provide proof of registration of a fictitious name with the Missouri Secretary of State.
- Provide proof of worker’s compensation insurance in the form of a Certificate of Insurance issued by an insurance company licensed to do business in the state Missouri, OR written statement explaining how applicant’s business is not subject to the Worker’s Compensation law.